### DEPARTMENT OF GENERAL SERVICES Hall of Records Commission

Records Commission
Records Management Division
7275 WATERLOO RD., P.O. Box 275
JESSUP, MD 20794-0275

#### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Caroline

January 1, 2012

Amily Bowman, County Clerk

D.C. Cert. 3-6-F-1-12

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series	Description of Records	Author	ization	Inclusive Dates of Records Destroyed	Volume	Date of Destruction	Method of
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.		(Cubic Feet)		Destruction (Recycle, shred, landfill, etc.)
	ACCOUNTING RECORDS	2219		2008			
	Certificates of Deposit	V	1c		5		
	Closed Transcript Records		1 c		1		
	Closed Deferred Payment Records		1 c		1.5		
	Commissioner Daily Transmittals		1 c		1.5	·	
	Court Fund Receipts and Ledger Cards		1 c		2		
	Satisfied Bad Checks		1 c		.5		
	Purchase Orders & Receiving Reports		3		1		
	Statistical Report		1 c		1	·	
	Auditors Receipt Copies		1 c		.5		
	Refund Request Forms		1 c		1		
•	Petty Cash Reimbursements		1 c		.5		
	Cash Register Back-up Diskettes		1c		1		

Destruction Approved by Hall of Records Commission

Destruction Certification

1/30/2012

State Archivist

Signature of Court Official

Title

Date

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# DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division

Records Management Division 7275 WATERLOO RD., P.O. Box 275 JESSUP, MD 20794-0275

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Caroline

January 1, 2012

Amily Bowman, County Clerk

D.C. Cert. 3-6-CV-1-12

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Autho	rization	Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	2	2008	13		
	Landlord/Tenant Cases	2219 II	2	2008	1		
	Summary Ejectment Money Judgments	2219 II	2, 3	1999	1		
	Domestic Violence Cases (stripped material only)	2219 III	2	1999	1		
	Emergency Evaluations (stripped material only)	2219 III	2	1999	1		
	Management Reports	2219 I	1d	2008	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

1/30/2012

State Archivist

Signature of Court Official

Title

Date

#### **DEPARTMENT OF GENERAL SERVICES**

D.C. Cert. 3-6-CR-1-12

Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. Box 275 JESSUP, MD 20794-0275

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2											
COURT COUNTY DATE			DATE	CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
Series No.	Description of Records Include Title and/or Form Number			Authori		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction		
				Retention Sched. No.	Item No.	Destroyed	(555,5755)		(Recycle, shred, landfill, etc.)		
	Ċ	RIMINAL				·					
	CRIMINAL CLOSED (Stripped material on	ly)		2219 IV	2 a, b, c, f	2008	20				
	NATURAL RESOUR (Stripped material on			2219 IV	11	2008	2				
	CIVIL CITATIONS CI (Stripped material on			2219 IV	'1	2008	1				
	MANAGEMENT REF	PORTS		2219 I	1 d	2008	1				
	Destruction A	pproved by Hall of	Records Commi	ssion			Destruction C	ertification			
/30/	120/2 L	lever la 1	grenten	,			<del></del> -				
7	Date	, .	State Archivist			Signature of Court	Official	Title	Date		

D.C. Cert. 3-6-CR-2-12

Title

Date

## DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division

Records Management Division 7275 WATERLOO RD., P.O. Box 275 JESSUP, MD 20794-0275

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2012 Amily Bowman, County Clerk COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION Series Description of Records Authorization Inclusive Volume Date of Method of No. Include Title and/or Form Number Dates of Records (Cubic Feet) Destruction Destruction Destroyed (Recycle, shred, Retention Item landfill, etc.) Sched. No. No. **EXPUNGED CRIMINAL CASES** 2219 2 2008 Sec IV d&e \*To be shredded Destruction Approved by Hall of Records Commission **Destruction Certification** 

Signature of Court Official

State Archivist

#### **DEPARTMENT OF GENERAL SERVICES**

D.C. Cert. 3-6-MISC-1-12

Hall of Records Commission Records Management Division 7275 WATERLOO RD., P.O. Box 275 JESSUP, MD 20794-0275

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2012  COURT COUNTY DATE				Amily Bowman, County Clerk  CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION							
	COOKI COOKII DATE			COSTODIANO RECORDS AT TIME OF DESTRUCTION							
Series No.	Description of Records Include Title and/or Form Number		Authorization		Inclusive Dates of Records	Volume (Cubic Feet)	Date of Destruction	Method of Destruction			
				Retention Sched. No.	Item No.	Destroyed	(		(Recycle, shred landfill, etc.)		
				2242		0000					
'	CourtSmart DVD's			2219 II	2	2008	1				
•	CourtSmart Tag Rep	ports & Logsheets		Ш	3	2008	1		:		
				IV	2 a,b						
:	Electronic Recording 2008 will be retained purposes.								:		
	Destruction	Approved by Hell of D			j		Doctor etion C				
/30/		Approved by Hall of R	penju	iission			Destruction C	eruncation			
, , , D	ate		te Archivist		<del></del> .	Signature of Court	Official	Title			

D.C. Cert. 3-6-TR-1-12

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		Retention Sched. No.	Item No.	Destroyed	`		(Recycle, shred, landfill, etc.)
	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2008	1		
	MISCELLANEOUS CORRESPONDENCE	ì	1	2008	3		
	BATCH ENVELOPES			2008	6		
	CLOSED TRAFFIC FILES			2008	6		
	CLOSED NONMATS CITATIONS			2008	1	1	
	CLOSED CITIZEN ARRESTS			2008	1		
	CLOSED PARKING CITATION	↓		2008	1		
	MANAGEMENT REPORTS	2219 I	1d	2008	1		

Destruction Approved by Hall of Records Commission

**Destruction Certification** 

1/30/2012	found a gentin			
Date	State Archivist	Signature of Court Official	Title	Date